

S&MA Mission Services Task Directive

Control No. 0068	ORG No.: QS40	PROJECT SYM.: CAS	Contract No. NAS8-00179
Originator's Signature: Angelia Walker <i>Angelia A. Walker</i>		Date: 9/23/02	Originator's Priority: High
Office Manager's Signature: Angelia Walker <i>Angelia A. Walker</i>		Date: 9/23/02	
COTR's Approval: <i>Terry J. He</i>		Date: 9-23-02	
Subject: Safety & Mission Assurance Support for MSFC Corrective/Preventive Action System (CAS)			

Task Description:

Reliability (PWS Section 6.3.3)

- 1) Receive, screen, and log the draft RCARs as specified in MPG 1280.4
- 2) Assign and notify POC and CAB members of RCAR assignments and necessary actions/schedules
- 3) Coordinate, monitor, status, and assist Point of Contact response for RCARs
- 4) Review POC disposition input and coordinate review by the Corrective Action Board
- 5) Maintain associated data systems and paper records (as appropriate) associated with CAS
- 6) Provide official data regarding CAS activities and statuses upon request and in support of regular Marshall Management System activities (including, but not limited to, MMS Implementation Team, internal S&MA audits, external MSFC ISO audits, and Quality Management Council)
- 7) Perform regular trending of draft RCARs by Cause and Failure Mode
- 8) Support maintenance of associated MMS documents related to Corrective/Preventive actions
- 9) Assist maintenance of Marshall Management System and S&MA documentation related to corrective/preventive action as directed by S&MA
- 10) Log, issue and/or status preventive actions as directed by the CAB (including Corrective/Preventive Action Notifications)

Reliability/Information Management (PWS Section 6.3.3)

- 1) Maintain and enhance, as directed, MSFC corrective/preventive action data applications (including CAS, Draft RCARs, RCARs, Customer Feedback, QSDN, and CANs)

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Deliverables:

Data base entry and maintenance of MSFC CAS data.

Update MSFC CAS (and associated) MWI and S&MA ALERT OI annually and as needed

Report time between receipt and completion of RCAR screening for evaluation of compliance with 5-working-day schedule performance metric

Monthly report of CAS activities and open RCAR status

Review, assembly, and delivery of closure / extension requests to CAB membership

Monthly generation of draft RCAR trends by Cause and Failure Mode

Monthly generation of the delinquent RCAR POC response report, when they exist

Monthly CAS metric report to the MMS Implementation Team

Schedules/Duration:

- 1) Complete screening evaluation of received draft RCARs within 5 workdays of receipt
- 2) Task on-going through contract duration

Report Progress To:

MSFC CAS Coordinator

Status:

OPEN

Frequency of Report:

Alternate weeks and per DR